

[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

Subject: Termination of Employment

We regret to inform you that your employment with [Company Name] will be terminated effective [Last Working Day, Date].

This decision was made due to [briefly state reason, e.g., performance issues, company restructuring, violation of company policy, etc.].

Please ensure that all company property is returned by your last working day. You will receive your final paycheck, including any accrued vacation pay, on your regular pay schedule.

We thank you for your contributions to [Company Name] and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]